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# Resignation Letter to Manager for Higher Studies Example

Dear [HR Manager's Name],

I am writing to formally announce my resignation from [Your Position] at [Company Name], effective [last working day]. After careful consideration, I've decided to pursue higher studies to deepen my knowledge in [specific field] and further my professional development.

I want to express my sincere gratitude for the wonderful experiences, mentorship, and growth opportunities that I've received under your guidance. The skills and insights I've gained here will undoubtedly contribute significantly to my academic pursuits.

In the coming weeks, I will work diligently to ensure a smooth transition and handover of my responsibilities.

Thank you for your understanding and support.

Best Wishes,  
[Your Name]